



**SIR BOWLING MANUAL**  
**STATE BOWLING COMMITTEE BYLAWS**  
**AND STANDING RULES**

**Sons In Retirement, Incorporated**

[www.sirinc.org](http://www.sirinc.org)

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**SIR STATE BOWLING COMMITTEE  
SONS IN RETIREMENT, INC.**

**BYLAWS and STANDING RULES**

**Article I - Name and Affiliation**

- Section 1.** The name of this committee shall be SIR State Bowling Committee. (Hereafter called The Committee.
- Section 2.** The Committee shall be a Standing Committee of Sons in Retirement, inc., and is established pursuant to Section 225 of the Corporate Bylaws.
- Section 3.** The State Board of Directors of Sons in Retirement, inc. has adopted Corporate Standing Rules 550 through 560 to specify the composition and responsibilities of the SIR State Bowling Committee.

**Article II – Objective**

- Section 1.** The objective of this committee shall be to achieve the aims and purposes of Sons in Retirement, Inc. by promoting bowling as an activity for its members. This shall be accomplished by:
- A. Ensuring that SIR affiliated Branch bowling tournaments (**Reference: Article VII, section 1**) are conducted in accordance with SIR guidelines and United States Bowling Congress (USBC) rules.
  - B. Ensuring, through management oversight, successful SIR State bowling tournaments (**Reference: Article VII, section 2**), conducted in accordance with SIR guidelines and USBC rules.
  - C. Ensuring, through advice and cooperation of The Committee, successful Branch bowling activities, conducted in accordance with SIR guidelines.

**Article III - Membership**

- Section 1.** A Chairman, a Vice Chairman, a Secretary, an Assistant Secretary, a Treasurer, an Assistant Treasurer, a Policy Advisor, an Operations Advisor and a Website Manager shall constitute the Executive Board of The Committee.
- A. The Chairman of The Committee is appointed by, and serves at the pleasure of, the SIR State President. He may not serve more than three (3) consecutive calendar years, excluding any partial year prior to January 1<sup>st</sup> of first full year of service. Eligibility to serve is reestablished after one (1) full calendar year of absence from the position.
  - B. All other Executive Board members of The Committee are appointed by the Chairman of The Committee, with no limits on term of office.
- Section 2.** The Corporate Vice President shall be an Ex Officio member of The Committee, without the right to vote per Corporate standing rule 550.
- Section 3.** Area Bowling Chairmen, Branch Bowling Chairmen and Tournament Managers (TMs), along with their assistants, shall be Ex Officio members with voting rights at General meetings.

## Article IV - Executive Board Officers and Their Duties

### Section 1. Duties of the Chairman and Vice-Chairman of The Committee

- A. Duties of the Chairman shall be to:
1. Call all meetings of The Committee, whether Executive or General.
  2. Preside at all meetings of The Committee.
  3. Provide information relating to SIR bowling tournaments to new Branches
  4. Approve payment of actual and necessary expenses of members of The Committee.
  5. Form Policy and Operations subcommittees as requested by the Policy and Operations Advisors to further the accomplishment of their duties. The Policy and Operations advisors shall be Chairmen of such subcommittees, which they may choose to be either standing or ad hoc.
  6. Procure all required trophies and plaques for State Bowling Tournaments.
  7. Present the Trophies and Plaques for State Bowling Tournaments to the tournament winners.
  8. Represent The Committee at SIR inc. General meetings.
  9. Be present at the annual audit of The Committee.
- B. Duty of the Vice-Chairman shall be to Assume the duties of the Chairman, when the Chairman is unable to perform his duties.

### Section 2. Duties of the Secretary and Assistant Secretary of The Committee

- A. Duties of the Secretary shall be to:
1. Prepare and keep the minutes of all meetings of The Committee. A computer copy (or hard copy for those without computers) of the minutes of each meeting shall be distributed to each member of The Committee, as well as posted on the SIR website, within thirty (30) days following the meeting.
  2. Maintain a copy of the SIR Bowling Manual and a copy of the SIR Tournament Guidelines in their latest amended forms, and provide a copy of each amendment thereof to each holder of the SIR Bowling Manual and the SIR Tournament Guidelines, respectively.
  3. Issue all notices of meetings as directed by the Chairman of The Committee.
  4. Send a TM's package sixty days in advance of his tournament which contains: (An individual TM may request that the package contents, and the method of delivery, be tailored to his specific needs)
    - a. Mailing labels containing addresses of members of The Committee, Area Bowling Chairman, Branch Bowling Chairmen and TMs.
    - b. Any current amendments to the SIR Tournament Guidelines.
    - c. A sufficient number of Recap sheets.
    - d. A Tournament Financial Statement Form. **(Reference: Article IV, Section 3, A, 6.)**
- B. Duty of the Assistant Secretary shall be to Assume the duties of the Secretary, when the Secretary is unable to perform his duties.

### Section 3. Duties of the Treasurer and Assistant Treasurer of The Committee

- A. Duties of the Treasurer shall be to:
1. Keep accurate and complete records of all financial transactions pertaining to the receipt and distribution of funds subject to control by The Committee.

2. Deposit all funds received by The Committee, including those from The Fee (**Reference: Article IX, section1**) in an established banking facility in a single account under the name, "SIR State Bowling Committee", using the Corporate tax identification number (EIN). Two signatures shall be required on all checks or other withdrawals from this account in excess of five hundred (\$500.00) dollars. The Chairman, the Treasurer and the Secretary of The Committee shall be authorized to sign such documents.
  3. Prepare an updated financial report for submission to the Chairman of The Committee at each General meeting. A copy of this report will be sent to the SIR State Treasurer.
  4. Prepare The Committee's annual budget for the following calendar year for submission to the Chairman at the second semi-annual General meeting. A copy of this budget shall be sent the SIR State Treasurer.
  5. Comply with the provisions of Corporate Standing Rule thirty seven (37), which includes preparation and submission to the Chairman of The Committee, the SIR State Treasurer and the SIR State President a quarterly financial report showing receipt, disbursement and amount on hand of all funds in his possession.
  6. Develop blank Tournament Financial Statement form.
  7. Be present at the annual audit of The Committee.
- B. Duty of the Assistant Treasurer shall be to Assume the duties of the Treasurer, when the Treasurer is unable to perform his duties.

**Section 4.** Duties of the Policy Advisor of The Committee shall be to:

- A. Review and study the activities of SIR and its Branches pertaining to SIR bowling activities. After approval by The Committee, his recommendations proposing changes in Corporate Bylaws, Standing Rules and Guidelines shall be submitted to the SIR State President.
- B. Conduct other studies related to SIR bowling as may be directed by the SIR State President or the SIR State Board of Directors.
- C. At the first semi-annual General Meeting held during the current Chairman's final year of office, appoint a three (3) member ad hoc committee for the purpose of selecting a candidate for Chairman of The Committee. At the second semi-annual meeting, he shall present its candidate to the present Chairman for a vote of approval by the Executive Board prior to further presentation to the Corporate President.
- D. Review and recommend to the Executive Board of The Committee changes in the Bylaws and Standing Rules of The Committee as he determines to be necessary or desirable to the furtherance of the duties and responsibilities of The Committee.
- E. Review actual and necessary expenses of the Chairman of The Committee prior to payment by the Treasurer of The Committee.

**Section 5.** Duties of the Operations Advisor of The Committee shall be to:

- A. Gather and disseminate ideas and suggestions related to SIR bowling.
- B. Instruct Tournament Managers, upon request, how to run their tournaments so as to conform to rules and guidelines of SIR inc. and The Committee.
- C. Recommend through the Chairman of The Committee to the SIR State Board of Directors, not later than thirty (30) days prior to the last regularly scheduled meeting of the SIR State Board of Directors in the calendar year, a schedule of the SIR Bowling tournaments (Bowling Calendar) to be held during the following year, with the understanding that unusual circumstances may dictate changes.
- D. Exercise management oversight of State Bowling tournaments, including, but not limited to, site selection, entry forms and payment of awards and expenses
- E. Review all SIR Bowling Tournament results prior to posting in the SIR Inc. website.

- F. Submit SIR Bowling Tournament results to the Website Manager for posting on the Corporate website.
- G. Submit the annual schedule of SIR Bowling Tournaments to the Website Manager for posting on the Corporate website.

**Section 6.** Duties of the Website Manager of The Committee.

- A. Publish the annual schedule of SIR Bowling Tournaments on the Corporate website
- B. Publish entry forms for SIR Bowling Tournaments on the Corporate website.
- C. Publish the results of each SIR Bowling Tournament on the Corporate website.
- D. Publish on the Corporate website such other information as may be requested by The Committee.

**Article V – Duties of Area Bowling Chairman, Branch Bowling Chairman and Tournament Managers**

**Section 1.** The duties of the Area Bowling Chairman shall be to:

- A. Act as liaison between The Committee and his Branches.
- B. Assist his Branches, upon request, in promoting and conducting their bowling activities.
- C. Submit to the SIR State Bowling Nominating Committee names of members recommended for membership on The Committee. These recommendations should be submitted at the August General meeting.
- D. Contact, prior to November 15<sup>th</sup>, the Branch Bowling Chairmen in his Area to recommend any member(s) as Area Bowling Chairman for the next year. The recommendation(s) should be submitted to the Area Governor or Governor-elect.
- E. Forward the names, addresses, telephone numbers and email addresses of the Area and Branch Bowling Chairmen to the Secretary of The Committee when any changes have to be made.
- F. Attend General meetings of The Committee.
- G. Assist in the promotion of SIR approved bowling activities.

**Section 2.** The duties of the Branch Bowling Chairman shall be to:

- A. Form a Branch bowling league, if possible, when none exists. Where there is insufficient interest in his Branch to support a league, it may be possible to join with other branches to do so
- B. Encourage, promote and report upon bowling activities within the membership of his Branch.
- C. Advise his Branch Executive Committee of SIR Bowling Activities (Tournaments).
- D. Promote SIR Bowling Tournaments by listing upcoming tournaments in the Branch newsletter.
- E. Reproduce the annual SIR Bowling Tournaments schedule, and distribute copies to all interested bowlers.
- F. Act as liaison between the Area Bowling Chairman and members of his Branch.
- G. Assist, upon request, the promotion of State Bowling Tournaments held in his Area.
- H. Distribute SIR Bowling Tournament entry forms to interested bowlers of his Branch.

**Section 3.** The responsibilities of Tournament Managers for SIR Bowling Tournaments shall be to:

- A. Contract for his SIR Bowling Tournament with the bowling establishment.
- B. Prepare and disseminate tournament announcements.
- C. Assure smooth tournament check-in.
- D. Arrange tournament fiscal matters.
- E. Prepare and disseminate tournament results, ensuring that all participants have access to the results.
- F. Assure timely payment of prizes.

## **Article VI - Meetings**

- Section 1.** All meetings, including teleconference meetings which involve voting, shall be called by the Chairman of The Committee.
- Section 2.** Executive Board meetings may be called at any time, whether "in person" or "teleconference".
- Section 3.** Unofficial teleconference business meetings of Executive Board members may be called at any time by any Executive Board member, but no voting may take place.
- Section 4.** General meetings shall be called twice a year

## **Article VII – Tournaments**

- Section 1.** Branch Bowling Tournaments are those authorized by The Committee and sponsored by one or more SIR Branches.
- Section 2.** State Bowling Tournaments are those approved by the State Board of Directors and supervised by The Committee.
- Section 3.** Collectively, tournaments are hereafter called SIR Bowling Tournaments.
- Section 4:** SIR Bowling Tournaments shall be sanctioned by USBC.

## **Article VIII – Branch Leagues**

- Section 1.** Each Branch is encouraged to form a bowling league
- Section 2.** Branch leagues are to be autonomous bodies with their own Executive Boards elected by majority vote of those league members present at a general league meeting held prior to the start of league play. Except that, according to Corporate Standing Rule 552, The Committee shall from time to time monitor Branch bowling activities to ensure compliance with SIR guidelines, including Corporate standing rules 40 and 557 when applicable.
- Section 3.** Branch league Standing Rules of Operation shall be determined by majority vote of those league members present at a general league meeting held prior to the start of league play.
- Section 4.** Branch leagues are recommended to be sanctioned by USBC and follow the rules of USBC.

## **Article IX - Fiscal Matters**

- Section 1.** This section establishes a fee to be known as “SIR Ten Pin Assessment Fee” (hereafter known as The Fee), which is to be used so that the activities of The Committee may be self supporting.
- SIR Bowling Tournaments are organized around Singles, Doubles, and Team events. A per bowler per event fee shall be included in SIR Bowling Tournament entry fees. The Fee, along with its effective date, will be set at General meetings of The Committee, and will be used solely to keep The Committee solvent.

**Section 2.** Actual and necessary expenses of the Executive Board of The Committee, both collectively and individually, may be paid upon authorization of the Chairman of The Committee, including travel expenses for attending meetings of The Committee. Ex Officio members of The Committee may, upon application, be reimbursed for travel expenses necessary to attend meetings of The Committee by the State or Branch entity sponsoring them.

**Section 3.** At the end of each fiscal year The Committee, in the presence of its Chairman and Treasurer, shall provide for audit its fiscal records to the SIR State Audit Committee.

## **STANDING RULES**

### **Modifications to Bylaws and Standing Rules**

1. Additions, deletions and other changes to these Bylaws and Standing Rules must be approved by a majority of the Executive Board of The Committee.

### **Meetings**

2. The earlier General meeting of The Committee shall be, with a fifteen day notice when practical, on the first Tuesday of February, unless circumstances dictate another date
3. The later General meeting of The Committee shall be, with a fifteen day notice when practical, on the first Tuesday of August, unless circumstances dictate another date.
4. At each General meeting, the date and time for the following General meeting shall be confirmed.
5. A standing agenda item for General meetings of The Committee shall be to inquire as to the “health” and stability of Branch bowling activities, and, when requested, to offer any assistance which the Branches may require of The Committee.
6. A majority of -Executive Board members shall constitute a quorum for an Executive Board Meeting.

### **Tournaments**

7. Branch Tournaments shall have, at least, three events: Singles, Doubles and All Events
  - a. Number of divisions per event to be determined by TMs, with divisions being as equally divided as possible.
  - b. Guests are allowed in these tournaments at the TM's option.
  - c. Special events, such as scratch events and brackets, are allowed at the TM's option.
    - 1) Brackets do not require 100% return of money.
    - 2) Excess bracket money must be held in the bank account used to finance the tournament.
8. There shall be an annual State Bowling Tournament for active SIR members only, preferably held the third week of May.
  - a. This tournament shall consist of three Events: Team (four members), Doubles and All Events. Each event, including All Events, shall have two Divisions divided as equally as possible according averages; higher averages being in one division---lower averages being in the other division.
  - b. Site selection shall rotate in order through the Bowling Calendar.
  - c. IF a TM cannot, or chooses not, to have his bowling center host the event, the choice passes to the next TM in Line.

## **Participation**

9. All SIR bowlers must be in good standing in order to bowl in SIR Tournaments.
10. For SIR Bowling Tournament purposes, any bowler who is not a SIR is a Guest bowler.
  - a. All Guest bowlers must be at least fifty (50) years of age, except that spouses and retired or semi-retired males may be of any age.
  - b. The number of Guest bowlers may not exceed fifty per cent (50%) of the number of SIR bowlers.
  - c. Each SIR bowler may invite no more than one (1) Guest bowler.
  - d. Guest bowlers may not invite other Guest bowlers.
  - e. A Doubles pair may have only one Guest bowler, and a Team may have no more than two Guest bowlers.

## **Averages**

11. First and second priority entry averages shall be
  - a. Selected from the appropriate of the following seasons: 1) The current season. 2) The previous season. 3) The second previous season.
  - b. Highest Winter league averages determined by twenty one (21) or more games.

## **Errors**

12. TMs must recognize that providing correct results is critical to the success of their tournaments, and must take it upon themselves to correct Prize payout errors, and must modify their techniques to reduce errors.
13. The Operations Advisor of The Committee shall confer with new TMs concerning tournament results compilation, with the objective being to reduce errors in published results.
14. The Committee, upon request by a TM, shall assist in identifying errors in tournaments results, and recommend procedures to correct those errors.

## **Review of Tournament Results**

15. Soon after each SIR Bowling Tournament, the TM shall provide to the Operations Advisor of The Committee, for review prior to Corporate website posting, all the tournament recap sheets and a copy of the tournament results showing Prize payouts.

## **SIR Bowling Tournaments yearly schedule**

16. Through coordination with SIR Bowling Tournament TMs, The Operations Advisor of The Committee shall provide to the Chairman of The Committee by July 15th of each calendar year a Sir Bowling Tournament Schedule for the following calendar year.
17. The Chairman of The Committee shall forward the Sir Bowling Tournament Schedule to the State SIR board of Directors for approval.
18. After a SIR Bowling Tournament schedule has been approved by the State SIR Board of Directors, it shall be posted in the Bowling section of the State SIR website.

## **Communications**

19. When a member of the Executive Board of The Committee leaves his position, he shall thoroughly indoctrinate his replacement as to the duties and responsibilities of the position.
20. When an existing Tournament Manager resigns his position, he shall immediately inform the Operations Advisor of The Committee and provide the Advisor with the name and phone number/e-mail address of his successor.

21. Each member of the Executive Board of The Committee shall inform the other Executive Board members of any known changes in the personal information (e.g. phone number) of any other Committee member, including ex officio members.
22. Teleconference calls are to be considered meetings, and shall be called according to Article VI of the Bylaws.
  - a. Only the Chairman and the Treasurer of The Committee shall have access to the Passcode required to initiate a teleconference call, therefore, one of them is required set up the call.
  - b. Prior to a teleconference meeting, the Executive Board member requesting the meeting must provide the Treasurer of the Committee, at least three days in advance, with the date, time, names of the participants and agenda items. Email will suffice for this requirement.
  - c. The Treasurer of the Committee shall notify all participants of the meeting. This notice may be issued by Email. The following items are to be included in the notice:
    - 1) Date
    - 2) Time
    - 3) Subject Matter.
    - 4) Conferencing Number.
    - 5) Access Code.
  - d. Do not call in prior to the announced time as you may not be connected to the call.. If that happens, hang up and redial.
  - e. Changes to these Bylaws and Standing Rules shall not be accomplished via teleconference meetings, unless called by the Chairman of the Committee.

#### **Awards for annual State Bowling Tournaments**

23. A single Trophy shall be awarded to the winning team of each Division of the Team event for Annual State Tournaments.
  - a. These shall be rotating trophies, with the Captains of the winning teams being responsible for maintaining the trophies until the next State tournament, at which time the trophies will be presented to the Captains of the current winning teams.
  - b. At minimum, there shall be engraved on the trophies words identifying the trophies, the year won, names of the winning Team members and their respective Branches.
24. Plaques shall be awarded to all members of the winning teams for both Divisions of Team events in State tournaments.
  - a. These shall be permanent plaques to be retained by the individual Team members.
  - b. At minimum, there shall be engraved on the plaques words identifying the plaques, the year won, names of the winning Team members and their respective Branches.

#### **Fiscal Matters**

25. Claims by members of The Committee for expenses shall be itemized on SIR Expense Claim Voucher (**Form 15**) and forwarded to the Chairman of The Committee.
  - a. Upon approval by the Chairman of The Committee the claims will be forwarded to the Treasurer of The Committee for payment.
  - b. Expense claims filed by the Chairman of The Committee shall be reviewed by the Policy Advisor prior to approval by the Treasurer of The Committee.

26. SIR Bowling Tournament income and disbursements shall be handled through:
  - a. A sponsoring Branch's regular bank account

**OR**

  - b. A sponsoring Branch's special (e.g., bowling) bank account, established per Corporate Standing Rule 215.1 and audited per Corporate Standing Rules 255, 256 and 257.
27. After a tournament is complete, the TM shall submit all monies collected for The Fee to the Treasurer of The Committee, along with a completed Tournament Financial Statement Form. **(Reference: Bylaws Article IV, 2, A, 4, d)**
28. Each TM is authorized to collect "Expense Money" as part of the entrance fee for SIR Bowling Tournaments.
  - a. Expense money is to be used to meet the general and usual expenses of SIR Bowling Tournaments, including, but not limited to donuts, coffee, door prizes, etc., and to meet present and future unforeseen SIR tournament expenses.
  - b. Expense Money in excess of that required to meet actual tournament expenses must be held in the bank account as a "running tournament balance", and must be shown on the Committee financial report.. (An Individual Treasurer may use his own accounting technique and nomenclature)
29. Branch league financing for leagues sanctioned by USBC must adhere to the league financing rules established by USBC, therefore additional auditing is not required.
30. Branch league financing for leagues not sanctioned by USBC must be accomplished through a Branch league account, established per Corporate Standing Rule 215.1 and audited per Corporate Standing Rules 255, 256 and 257.
31. The Committee holds the same position on raffles and lotteries as does SIR Incorporated. (i.e., Raffles are forbidden, unless conducted in accordance with State of California laws.)
32. Door prizes, which require no purchase, are acceptable and encouraged.

**Non-compliance**

33. Failure to comply with Bylaws and Standing Rules of The Committee may result in a tournament being removed from the SIR Bowling Tournament calendar.